

# GENERAL - TERMS AND CONDITIONS

## INSIDE BUSINESS B2B EXHIBITION

### APPLICATION FOR SPACE AND ALLOTMENT OF STANDS

Application for exhibition space must be made on the form provided. The organiser reserves the right to grant or refuse any application without giving reasons. Full payment must accompany each application. Confirmation of allotment is sent on receipt of the payment. Cancellation of stand space will only be accepted if received in writing by the 2nd August 2005. In these circumstances the organisers will refund 50% of money paid. After 1st September 2005 cancellations cannot be accepted and the exhibitor will be liable for the total cost of the stand space. If an exhibitor has not occupied space allocated by 9.30 am on 25th October 2005 claim to such space will be forfeited together with any payment made in respect thereof. The organisers reserve the right to alter stand numbers and locations but will consult with stand holders before doing so. In the event of changes being necessary, every effort will be made to provide a stand of at least comparable value.

Note: When your stand Application Form is received you will be sent a receipted invoice for the payment. The booking is firm, once the organisers have accepted the payment. Please note that while the organisers appreciate that decisions take time and will try and accommodate enquiries they cannot undertake to reserve any stand against other bidders until such time as the payment is made.

### STAND FITTING

The provision of the "shell scheme" stand fitting will be the responsibility of the Organiser and all Exhibitors who take advantage of this scheme must abide by the conditions as laid down in this schedule. No stand-fitting organisation other than those designated by the Organisers will be permitted to build any "shell Scheme" stands for this exhibition.

Exhibitors shall furnish to the organisers the name of any contractors and/or sub-contractors to be employed by them.

### ELECTRICITY

The official Electrical Contractors to the Exhibition will carry out all electrical work. The Organisers will provide one 3-amp power point (on request) and fluorescent strip light with the shell schemes. Any additional requirements to the shell must be requested from the organiser and will be charged for.

The Exhibitor will be responsible for any power they use on their stand

## INTERFERENCE WITH SERVICES

Neither Exhibitors nor their representative will be permitted to interfere in any way with electric fitting connections but must contact the appropriate contractors.

## SUB-LICENCES

Exhibitors will not be allowed to grant sub-licences or to divide their site without special written permission being obtained from the organisers.

## THE REGULATIONS OF THE VENUE

It is a condition of the allotment of space that all Exhibitors confirm to the regulations of Charter Hall.

## DAMAGE OF LOSS

Provided that they have taken reasonable care, the organisers shall not be responsible for any damage to or loss of any property whatsoever introduced by Exhibitors or their contractors: all such property shall be at the risk of the Exhibitor.

## INDEMNITY

As a condition of allotment of space the Exhibitor shall indemnify the organisers against all costs, charges, expenses, losses, proceedings, actions or claims arising out of any infringement of the right of any third party or any damage or injury to any property or person whatsoever occasioned directly or indirectly by the act, default or negligence of the exhibitor, his representatives, Servants or workmen or any other person or persons under his direction.

## CONDUCT OF AGENTS, EMPLOYEES, ETC

Exhibitors will be held responsible for the conduct and behaviour of their agents, employees and contractors who must carry out all reasonable requirements of the Organisers or their representatives.

## FIRE PRECAUTIONS

Approved Fire Extinguishers will be supplied and shall be installed in prominent positions complete with full instructions as to their workings.

## ADVERTISING - HANDBILLS

Exhibitors will not be allowed to exhibit advertisements in any part of the Exhibition other than their plot, nor to give and or cause to be given any handbills etc, within their own respective exhibits.

## REMOVAL OF ARTICLES, CANCELLATION OF LICENCE

Possession of all sites remains vested in the Organisers who are therefore entitled at all times without notice to enter on any site or any stand erected on it. The Organisers shall be entitled without notice to remove any article which in their opinion infringes any of these regulations. If in the opinion of the Organisers the business of any Exhibitor is being conducted in such a manner as to make it probable that persons doing business with the Exhibitor may be dissatisfied, or that discredits may be brought upon the Exhibition or if the Exhibitor shall fail to observe any of these regulations may be notice to the Exhibitor terminate his licence to occupy the site.

The Organisers reserve the right to refuse admission to or to remove from the Exhibition Hall any person whatsoever without assigning any reason for doing so.

## STAND CLEANING

Exhibitors will be responsible for the good order and cleanliness of their own stands and should make arrangements for this.

## OCCUPATION OF STAND

The Exhibitor shall be given access to the venue for the purpose of erecting and preparing its exhibit(s) on the day prior to the Exhibition opening shall ensure that all stands are complete and ready for the Exhibition opening at 9.00am on 25th October 2005

For the avoidance of doubt, in the event that the Exhibitor fails to take possession of his allotted stand space during the Exhibition the full amount of the rental still remains due and the Organiser shall be under no obligation to make any refund of such Rental already paid

## REMOVAL OF EXHIBITS

All exhibitors goods must be removed from the Exhibition stands by the Exhibitor immediately after the Exhibition officially closes, but not before then (without prior consent of the organiser)

The exhibitors acknowledges that the Organiser may be under an obligation of the owner of the venue to yield up vacant possession of the venue immediately following the close of the Exhibition and in the event of the Exhibitors failing to comply with their obligation under this clause, the Organiser may arrange at the expense of the Exhibitor to remove any items left in the venue by the Exhibitor.

## POSTPONEMENT, TRANSFERENCE OR ABANDONMENT

In the event that for reason beyond the reasonable control of the Organisers it is reasonably necessary or advisable for the Organiser to cancel the Exhibition or to prematurely end the same the Organiser may terminate this contract by giving notice in writing to the Exhibitors and the Organisers shall not be liable for any loss, loss of profit damage or expense incurred by the Exhibitors as a result of such cancellation or premature termination.

In the event that reasons beyond the reasonable control of the Organisers it is reasonably necessary or advisable for the Organiser to postpone the Exhibition the organiser may terminate the contract by giving notice in writing to the Exhibitors but shall offer to enter into an agreement with the Exhibitors containing (insofar as is practicable identical terms to those contained herein in respect of the Exhibition at the postponed time but the Organisers shall not be liable for any loss, loss of profit damage or expense incurred by the Exhibitors as a result of any such postponement.

In the event that for reasons beyond the reasonable control of the Organisers it is reasonably necessary or advisable to hold the Exhibition on a reduced scale the Organisers may terminate this contract by giving notice in writing to the Exhibitors and shall not be liable for any loss, loss of profit damage or expense incurred by the Exhibitors as a result of such termination.

## ADDITIONAL REGULATIONS AND CONDITIONS

Should any situations arise not provided for in these Rules and Regulations, the decision of the Organiser shall be final. The right to alter, amend, add to or cancel any others Rules and to grant relaxations from them in individual cases is reserved by the Organisers.

## CONDITIONS OF EXHIBITING

All who become Exhibitors at the Exhibition shall be held by so doing to signify their compliance with the whole of these Terms and Conditions together with such other necessary regulations as the organiser may make from time to time and notify to the Exhibitor.

## DEFINITIONS

Throughout the foregoing Terms and Conditions the word "Organisers" is taken to mean Inside Business. The Term "Exhibitor" includes any person, firm, company or corporation with whom space is formally allotted for the purpose of exhibiting at the Exhibition, or contract, agent's representatives or servants thereof.